



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1080

OFFICE OF THE UNDER SECRETARY

09 May 2002

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAPX
1080 Air Force
Washington, DC 20330-1080

SUBJECT: Case Transfer and Management Policy and Procedures (IAPX 02015)

This Memorandum outlines steps to complete the transfer of case writing and management responsibilities of SAF/IA cases to Air Force Security Assistance Center (AFSAC). This memorandum supercedes previous policy regarding this matter.

Effective 1 June 2002, SAF/IAR Regional Divisions will begin transferring remaining cases according to the schedule at attachment 1. NATO cases (N1 and W1) and leases (Z cases) will not be transferred at this time, but will be reviewed in the future. The transfer process should be completed by 30 September 2002.

For those cases where the only line(s) belongs to SAF/IA (OAC 43), and they are financially out of balance, SAF/IAR Regional Divisions will initiate immediate action to reconcile the line(s) and complete final transfer to AFSAC/COM-1 prior to 1 December 2002.

Any SAF/IA cases requiring a modification or amendment will be transferred immediately to AFSAC/COM-1 for action.

Effective 1 June 2002, all Letters of Request for new cases, or amendments or modifications to existing cases, will be transferred immediately to AFSAC/COM-1 for appropriate action. It is important that Country Directors, Country/Case managers, and System Program Offices form strong teams to ensure country requirements are met. SAF/IA Country Directors remain responsible for ensuring appropriate technical release and disclosure requirements are met prior to development of the LOA. Major system sale cases will be developed by AFSAC with SAF/IA performing final quality control, obtaining HAF coordination, MILDEP signature, DSCA counter signature and customer acceptance. Cases will be transferred to AFSAC for management immediately upon initial implementation. SAF/IAPX will provide training to AFSAC in the preparation of system sale cases and will provide hands on training at AFSAC for the first several system sale cases prepared.

Cases will be forwarded to SAF/IAPX for consolidation and shipment to AFSAC according to the schedule in attachment 1. Attachments 2 (case transfer form) and 3 (security inspection form) must accompany all cases being transferred. A careful review will be

conducted on each case prior to transfer and strict compliance with the provisions of the forms will be enforced. (Note: For SAF/IA personnel, these forms can be found on our "O" drive at O:\IA Files\CASES.)

Every effort will be made to downgrade or declassify information contained in case files. On those rare occasions when downgrading cannot be accomplished, classification authority and/or appropriate declassification instructions must be annotated on each document IAW DoD 5200.1-R, Chapters 4 and 5. With regard to the security inspection, please understand that SAF/IAPX relies on the signatures of the security checkers as assurance that all classified material has been removed and/or identified accordingly.

Transfer of a case file does not eliminate a country director's responsibility for the oversight of the program. The country director retains line management responsibility for any SAF/IA managed line (OAC 43) until the line is balanced and closed. To ensure timely closure, it will be necessary for the country director to retain a copy of appropriate line level documentation to facilitate timely reconciliation for case closure. Remember reconciliation does not occur at the end of the case, but rather during its execution. Action should be taken to reconcile out of balance conditions as soon as they are identified.

Disputes that arise concerning whether a case should be transferred will be resolved by SAF/IAR and SAF/IAP.

Your immediate attention and appropriate dissemination of this information is appreciated. Questions concerning this matter can be directed to Ms. Debra Wortham, SAF/IAPX, DSN 425-8971, Commercial 703-588-8971 or email: Debra.Wortham@pentagon.af.mil.

//SIGNED//

TERRY L. BATES
Chief, Security Assistance Policy Division
Directorate of Policy

Attachments:

1. Case Transfer Schedule
2. Case Transfer Form
3. Case Security Inspection Form

SAF MANAGED CASES

Country	Designator	Country Director	Acceptance	Division	Transfer Date	Remarks
KS	AYZ	LtCol Hatfield	03/31/1982	IARP	03-Jun-02	
KS	AZZ	LtCol Hatfield	03/31/1982	IARP	03-Jun-02	
SR	DLA	Major Brackett	12/06/1984	IARS	03-Jun-02	
AT	YKR	Mr Watanabe	01/30/1991	IARP	03-Jun-02	
AT	NCH	Mr Watanabe	07/08/1991	IARP	03-Jun-02	AWACS
GY	NLO	LtCol Hardiman	04/10/1992	IARE	10-Jun-02	43 line out of balance
GY	NMJ	LtCol Hardiman	04/12/1992	IARE	10-Jun-02	43 line out of balance
IT	YAC	LtCol Mosteiro	04/14/1992	IARE	10-Jun-02	
IT	YIF	LtCol Mosteiro	04/16/1992	IARE	10-Jun-02	
LH	NAB	LtCol Galka	04/18/1992	IARE	10-Jun-02	
NE	DAH	LtCol Corey	04/20/1992	IARE	17-Jun-02	43 line out of balance
AT	NCN	Mr Watanabe	05/01/1992	IARP	17-Jun-02	
GY	NLQ	LtCol Hardiman	10/28/1992	IARE	17-Jun-02	
TW	SKA	Ms Garlitz	11/12/1992	IARP	17-Jun-02	
GR	SBD	Major Davis	12/31/1992	IARE	24-Jun-02	
SR	SRC	LtCol Stonebraker	05/05/1993	IARS	24-Jun-02	
SR	DMK	Major Brackett	08/15/1993	IARS	24-Jun-02	
KS	NFI	LtCol Hatfield	09/27/1993	IARP	24-Jun-02	
SR	DJA	Major Brackett	11/22/1993	IARS	24-Jun-02	
SW	NBI	Mr Baker	01/28/1994	IARE	01-Jul-02	
T9	NAA	Major Davis	04/14/1994	IARE	01-Jul-02	
SW	YCD	Mr Baker	09/01/1994	IARE	01-Jul-02	
FI	YAA	Mr Baker	11/04/1994	IARE	01-Jul-02	
KS	NFN	LtCol Hatfield	11/28/1994	IARP	01-Jul-02	
SW	DAF	Mr Baker	06/12/1995	IARE	08-Jul-02	
GR	YDR	Major Davis	06/30/1995	IARE	08-Jul-02	
KS	NFP	LtCol Hatfield	06/30/1995	IARP	08-Jul-02	
AT	NCX	Mr Watanabe	11/03/1995	IARP	08-Jul-02	43 line out of balance
DE	NAC	LtCol Corey	02/13/1996	IARE	08-Jul-02	43 line out of balance
NO	YDA	Mr Baker	04/01/1996	IARE	15-Jul-02	
TK	NCQ	LtCol Stegall	05/23/1996	IARE	15-Jul-02	43 line out of balance
AT	YKW	Mr Watanabe	06/14/1996	IARP	15-Jul-02	Classified
KS	SIM	LtCol Hatfield	06/28/1996	IARP	15-Jul-02	
KS	SIL	LtCol Hatfield	06/28/1996	IARP	22-Jul-02	
KS	NFQ	LtCol Hatfield	07/25/1996	IARP	22-Jul-02	
KS	SIN	LtCol Hatfield	08/02/1996	IARP	22-Jul-02	
GY	NCI	LtCol Hardiman	08/14/1996	IARE	22-Jul-02	43 line out of balance
PL	NAA	Major Dickerson	01/10/1997	IARE	22-Jul-02	

SAF MANAGED CASES

Country	Designator	Country Director	Acceptance	Division	Transfer Date	Remarks
BE	DAI	Ms McClure	04/15/1997	IARE	29-Jul-02	
BE	YCE	Ms McClure	05/23/1997	IARE	29-Jul-02	IMP Error w/DFAS
KS	NFT	LtCol Hatfield	10/01/1997	IARP	29-Jul-02	
AT	NCX	Mr Watanabe	12/11/1997	IARP	29-Jul-02	
NO	DAS	Mr Baker	12/16/1997	IARE	29-Jul-02	
CN	NEX	Major Hubbard	03/04/1998	IARE	05-Aug-02	43 line out of balance
EZ	YAA	Major Davis	03/26/1998	IARE	05-Aug-02	43 line out of balance
FI	DAA	Mr Baker	04/21/1998	IARE	05-Aug-02	
BE	YCC	LtCol Mosteiro	05/26/1998	IARE	05-Aug-02	
EN	DAA	Mr Baker	07/17/1998	IARE	05-Aug-02	
AT	YKX	Mr Watanabe	11/19/1998	IARP	12-Aug-02	Classified
PT	NMP	Ms McClure	11/30/1998	IARE	12-Aug-02	
NO	DAV	Mr Baker	12/04/1998	IARE	12-Aug-02	
NZ	NBA	LtC Marolt	02/16/1999	IARP	12-Aug-02	43 line out of balance
SP	YAF	Major Dickerson	03/05/1999	IARE	19-Aug-02	
KS	NFU	LtCol Hatfield	03/19/1999	IARP	19-Aug-02	
KS	YGW	LtCol Hatfield	07/15/1999	IARP	19-Aug-02	
SR	DMS	Major Brackett	08/11/1999	IARS	19-Aug-02	
IS	SPF	Ms English	09/10/1999	IARM	19-Aug-02	
IS	NXT	Ms English	09/23/1999	IARM	26-Aug-02	
GY	NDM	Major Gordon	09/27/1999	IARE	26-Aug-02	43 line out of balance
NO	DAY	Mr Baker	10/18/1999	IARE	26-Aug-02	
GY	NDL	Major Gordon	11/17/1999	IARE	26-Aug-02	
GY	NDO	LtCol Hardiman	01/24/2000	IARE	26-Aug-02	
GR	SNX	Major Davis	03/10/2000	IARE	02-Sep-02	
AT	NYL	Ms Watanabe	03/16/2000	IARP	02-Sep-02	
UK	SMH	Major Hubbard	06/28/2000	IARE	02-Sep-02	
KS	SIQ	LtCol Hatfield	07/14/2000	IARP	02-Sep-02	
GY	NDP	LtCol Hardiman	08/03/2000	IARE	02-Sep-02	
AE	SAA		08/16/2000	IARM	09-Sep-02	
SR	DMT	Major Brackett	09/06/2000	IARS	09-Sep-02	
TK	QNS	LtCol Stegall	09/29/2000	IARE	09-Sep-02	
IS	NXV	Ms English	10/09/2000	IARM	09-Sep-02	
IS	DYM	Ms English	11/07/2000	IARM	09-Sep-02	
CN	NBI	Major Hardiman	12/18/2000	IARE	16-Sep-02	
NO	DYN	Mr Baker	01/24/2001	IARE	16-Sep-02	
S4	CEB	Mr Keller	02/12/2001	IARL	16-Sep-02	
S4	CEB	Mr Keller	02/21/2001	IARL	16-Sep-02	

SAF MANAGED CASES

[illegible]

Case Transfer Form

1. Country/Organization: _____ 2. Case Identifier: _____
3. Description: _____ 4. Date LOA Accepted _____
5. SAF/IA Case Manager: _____ Division: SAF/IA____ Phone (DSN): 425-_____
6. AFSAC Receiving Office: OMFP
7. Other Commands (Line Managers): _____

POC Name/Office Symbol/Phone _____
POC Name/Office Symbol/Phone _____
POC Name/Office Symbol/Phone _____

8. Status of each line (other than AFMC [OACs 47 and 63]):

<u>Line</u>	<u>Line Manager Code</u>	<u>OAC</u>	<u>Status</u>	<u>Open Action(s)</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9. Anticipated action w/in next 4 months: _____
(For example, NSSC's, closures, modification/amendment, etc.)
10. IPD constitutes formal transfer of this case to AFSAC. Date issued: _____
11. This case has an assigned nickname of _____. When the case is closed, please submit a Form 608 to SAF/IA (Admin) if the case has a nickname.
12. Effective with this transfer the following organizations are responsible for remaining case disclosure functions:
- a. Cases transferred to AFSAC: ASC/SYSR, telephone number: DSN 785-3131
 - b. Cases transferred to AFSAT: AFSAT/SDD, telephone number: DSN 487-5281
13. The following additional information concerning applicability of nonrecurring charges (NC) is provided (strike out or insert required information):
- a. NC is/is not applicable to line(s) _____ for a total of \$ _____.
 - b. NC was waived by DSCA on _____ (dd/mm/yy)
 - c. NC was collected for a total of \$ _____

14. _____
SAF/IAX Review Group (Date)

_____ (For cases with applicable NC only)
SAF/FMBIS Review Group (Date)

_____ (Date)
AFSAC/OMFP

Case Transfer Form (Continuation Sheet, if needed)

Country/Organization _____

Case Identifier: _____

I certify that case folder ____-D-_____ has been checked for classified documents. It contains (NO CLASSIFIED) (CONFIDENTIAL) (SECRET) material.

Verification #1 _____ Date _____
(Signature)

Verification #2 _____ Date _____
(Signature)

The aforementioned case folder reflects the appropriate security classification and markings.

(Division Chief) **Date _____**